

STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 20 August 1957

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FROM : Chief, Operations Support Faculty

SUBJECT: Weekly Report No. 34, 13 August - 20 August 1957

1. Mr. Lyman Kirkpatrick is speaking to the students in Operations Support on 29 August from 1330 to 1430 hours.

2. It appears quite probable that Budget and Finance Procedures #5 scheduled for October 7 - 17, must be cancelled due to lack of classroom space in this building. The use of space in another building presents security risks in addition to being impractical. The materials for study and problems, as well as visual aids, require vault space and the transportation of the cash boxes and "money" might possibly alert Brinks. Several changes will also be required in the schedules for the October and November classes in Operations Support and Administrative Procedures because of non-availability of rooms for film showing. It may be necessary to omit some of the films.

*Noted.
Modified
per
later discussion
by*

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3. [] advised [] that it has been recommended by the Operations Support Faculty that either Administrative Procedures or Operations Support be a prerequisite for Budget and Finance Procedures. [] stated that she would put this on the agenda for the next meeting of the DD/P training officers.

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5. [] WE Division, who took Budget and Finance Procedures prior to approval of the new accounting system, is being tutored by [] on these changes on August 19, 20, and 21.

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